

LUNENBURG HOUSING AUTHORITY

MINUTES OF REGULAR MEETING

November 21, 2013

Members Present: Elizabeth Murphy, Chairperson
Deborah A.H. Christen, Vice Chair
Paul Doherty, Member
Amaryllis Leet, Member
Sheila Lumi, Member

Also Present: Eugene Capoccia, Secretary

At 6:30 p.m. the Chair declared the meeting opened. Minutes of the October 17, 2013 meeting were presented. On a Motion by Elizabeth Murphy, seconded by Deborah Christen; the minutes were approved as presented. All were in favor.

The Executive Director then presented his report. Everything seems to be working well with our new maintenance person, Keith Kennedy. Occupancy, as well as rent collections, remains at 100 percent.

The Executive Director then presented the Financial Report along with the bills for payments. He indicated that Housing Authority was performing well. Financial report including a review of accounts payable was accepted, on a motion by Paul Doherty; seconded by Deborah Christen, financial was approved as presented.

Mr. Capoccia briefly went over the Facilities Report. As noted above, all apartments were occupied the end of October. Work orders are being completed in a timely manner. There is no modernization activity to report at this time.

Mr. Capoccia the presented the following Resolution:

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

RESOLUTION 201315

Whereas: A number of tenants of the Lunenburg Housing Authority have vacated while owing rent and,

Whereas: Those persons vacating owed \$1,230.00 as of August 31, 2013 (*see attached list*) and,

Whereas: The Lunenburg Housing Authority staff has made every reasonable effort to collect said vacated amounts without success,

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority officially write-off \$1,230.00 as uncollectible debts.

RESOLVED, Motion made by Paul Doherty to write off \$1,230.00 as of August 31, 2013 as uncollectible debts.

SECONDED, Sheila Lumi seconded the motion, and the motion was passed by a unanimous vote.

With no other business, on a motion by Paul Doherty, seconded by Elizabeth Murphy, the Board voted to adjourn the meeting at 7:15 p.m. All were in favor.